

# Indiana Public Safety Personnel Portal:

## Online Registration & Recertification Instructions



Indiana Emergency Medical Service Commission  
5/31/2011

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**Creating your Portal Account:**

Version 1.8

You will be required to know the information listed below to request a portal account:

- PSID
  - Last Name
  - Valid e-mail address
- ❖ If you don't know your PSID you can look it up here:  
➤ <https://myoracle.in.gov/dfbs/ems/person.do?method=personLookup>
- ❖ If you don't have a PSID, you can use this document to apply:  
➤ <http://www.in.gov/dhs/files/psidapp5-27-09.doc>


1) Open your browser and navigate to the Indiana Public Safety Personnel Portal page.

<https://acadisportal.in.gov/AcadisViewer/Login.aspx>

2) In the left navigation pane select the link: [[Don't have an account? Signup](#)]



3) Fill out all fields on the portal signup page and click [Continue].



4) You will receive final registration instructions via e-mail. Click [Finish] and open the e-mail.

#### Email Notification

An email has been sent to the address that you provided. You must click on the link in the email to continue the registration process.

**Finish**

- 5) The link provided in the e-mail will take you back to the portal signup page. To complete the process you will be required to answer unique questions that will verify your identification. When you complete the questionnaire, select [Continue] and follow the on screen directions.
  - 6) Congratulations! You have successfully created your account and should be logged in and viewing your portal home page.
- ❖ If you have not received your account password via e-mail within one business day of your request, please e-mail Certifications at [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov) for assistance.



#### Accessing the Portal:

To access the portal you will need to create a portal account. If you need an account, please follow the steps provided in this document under the section: **'Creating your Portal Account'**.

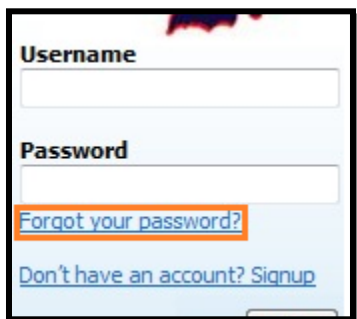
- 1) Open your browser and navigate to the Indiana Public Safety Personnel Portal home page.

<https://acadisportal.in.gov/>

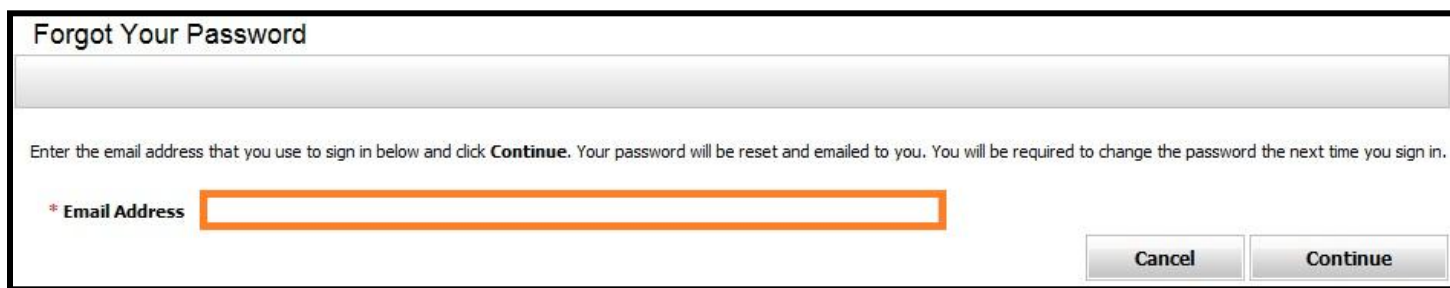
- 2) In the left navigation pane enter your username and password and click [Sign In].  
Your username will be the full e-mail address you provided during portal account creation.

The screenshot shows the login page of the Indiana Public Safety Personnel Portal. At the top left is the Indiana State Seal, and to its right is a logo with the letters 'IDHS' and a map of Indiana. Below the logos are two text input fields: 'Username' and 'Password'. Under the 'Password' field is a blue link that says 'Forgot your password?'. Below that is another blue link that says 'Don't have an account? Signup'. At the bottom right is a grey button labeled 'Sign in'. At the very bottom is a blue link for 'Terms of Service'.

- a. If you have forgotten your password, click the [Forgot your password?] link located below the portal login fields and follow the instructions.

This is a close-up screenshot of the login area. The 'Username' and 'Password' fields are visible. The 'Forgot your password?' link is highlighted with an orange rectangular box. Below it, the 'Don't have an account? Signup' link is also visible.

- b. You will receive your new password via e-mail. It is recommended you copy your password from your e-mail and not type it in. The first time you login with your new password you will be prompted to change it.

The screenshot shows a form titled 'Forgot Your Password'. Below the title is a grey horizontal bar. Underneath is a paragraph of instructions: 'Enter the email address that you use to sign in below and click **Continue**. Your password will be reset and emailed to you. You will be required to change the password the next time you sign in.' Below this text is a label '\* Email Address' followed by a text input field. At the bottom right of the form are two buttons: 'Cancel' and 'Continue'.

- 3) Congratulations! You have successfully logged into the portal and should be viewing your portal home page.

- ❖ Your portal home page provides information from your Acadis personnel profile including your PSID number. From this tab you will also be able to view and print any of your current certifications as well as electronically renew any certification that is active in the on-line renewal window. See the section titled '**How to Renew your Certifications**' for more information.
- ❖ If any profile data appears incorrect you will be able to update this information during your next electronic certification renewal.
- ❖ If any of your certification information appears to be incorrect or missing, please e-mail the Indiana Department of Homeland Security at [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov) for assistance.



## How to Renew your Certifications:

To renew a certification, please login to the Indiana Public Safety Personnel Portal. To access the portal you will need an account. If you do not have an account, please follow the steps provided in this document under the section: **‘Creating your Portal Account’**.

✓ **Please turn off any pop-up blockers before attempting to renew a certification.**

1) Open your browser and navigate to Indiana Public Safety Personnel Portal home page and login.

<https://acadisportal.in.gov/>

- a. Only certifications that show the [Renew] link can be renewed electronically. The [Renew] link will be available beginning ninety (90) calendar days in advance of the certification’s expiration date, and will no longer be active ten (10) business days prior to the certification expiration date.
- b. For individuals with multiple certifications expiring, all certifications with an active [Renew] link must be renewed separately. (i.e. Paramedics must renew both EMT-Basic and EMT-Paramedic certificates.)

2) Click on the [Renew] link for the certification you want to renew.

3) The first page shown allows you to update your Acadis personal information. If you do not need to make any changes, select [Continue] and proceed to the second page.

- a. If you need to make changes to your data, select [Update Information]. Make your changes and click [Continue] to save. You will be able to review your changes and make corrections if necessary. Select [Continue] when you want to proceed.

✓ Note: If you need to update information and the change is not permitted through the portal, please e-mail the Indiana Department of Homeland Security at [emscertifications@dhs.in.gov](mailto:emscertifications@dhs.in.gov) for assistance.

**Application for Certification Renewal**

**Renewal**

**EMT - BASIC**

1 **Personal Information** Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

2 **Guidelines**

3 **Affirmation**

**Applicant**

**PSID** XXXX-XXXX

**Applicant** Dough, John

**Mailing Address** 1234 Pillsbury Street  
Indianapolis, IN 46143

**Primary Phone** None specified

**Email** DoughBoy@bakeat350.com

**Driver's License No. or State Identification Card No.** 1234-56-7890

**Issuing State** IN

**Date of Birth** 01/01/1975

\* Required information

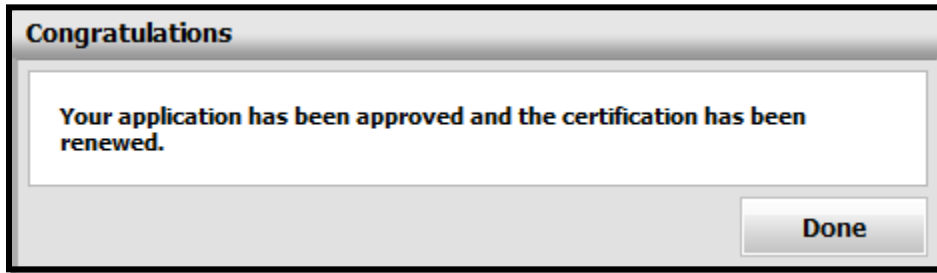
**Cancel** **Update Information** **Continue**

4) The second page contains the guidelines for renewing your application. **Read this page completely before clicking [Continue].**

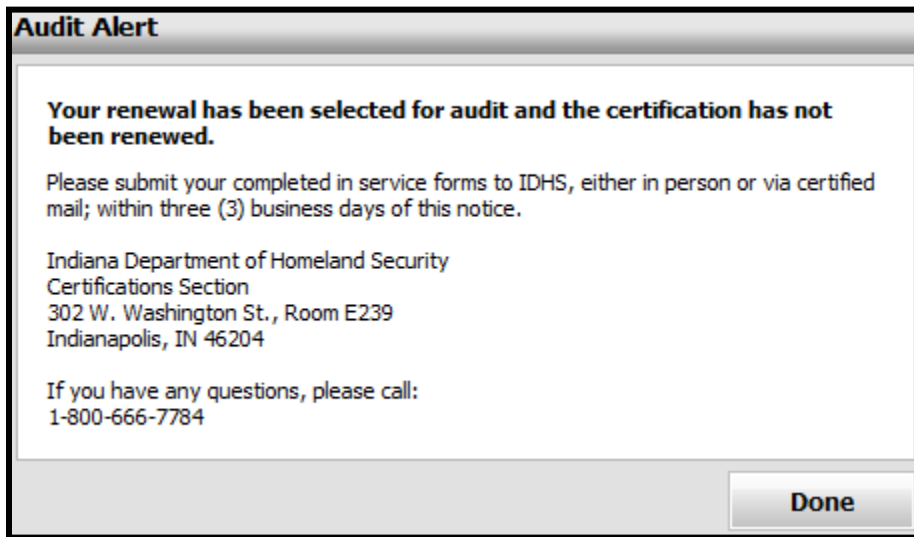
5) Page three contains the affirmation that all recertification requirements are met. Also included is a summary of the requirements specific to the certification being renewed. Additionally, you will be required to provide notification of any criminal charges that have occurred since your last certification period. **Please read and fill out this page completely before selecting [Submit].**

6) When you click the [Submit] button, you will see one of three screens:

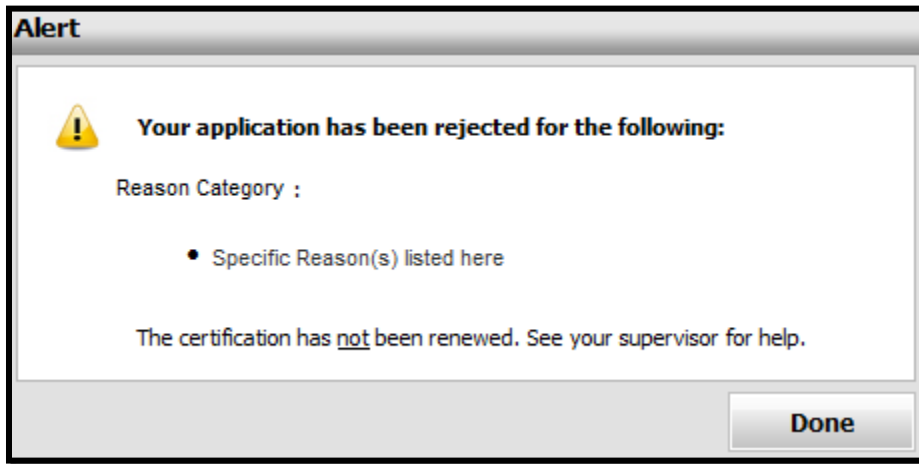
- a. If the submission is successful, you will see a confirmation message. You may then return to your portal home page by clicking [Done] and review the updated certification expiration date. You can also print any eligible Certifications via their associated [Print] links. Repeat the process for all certificates with an active [Renew] link.



- b. You may be randomly selected for an audit of your continuing education documents. If audited, a pop-up will open with instructions on how to proceed.



- c. If submission is unsuccessful, you will see a pop-up Alert message stating that your application was rejected and the reason for the rejection.



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